

Rental Listing/Tenant Checklist Breakdown

LANDLORD:

- **Listing Agreement** – Signed by seller and agent.
- **MLS 'Active' Broker Synopsis**
- **Landlord's Composite Disclosure** – Signed by landlord and agent (include property address).
- **Lead Base Paint Disclosure (LBP)** (if applicable) – Required for properties built before 1978.
- **MLS Profile Sheet** – Can either use the MLS Data Entry Form or a signed 'Active' Broker Synopsis by the landlord.
- **Tax Roll Printout** – Must show the year built and the property address.

TENANT:

- **Lease Agreement** – If possible, obtain a copy of the lease signed by tenant and landlord.
- **Tenant's Composite Disclosure** – Signed by tenant and agent (include property address).
- **No Brokerage Transaction Notice** – Signed by tenant.